

Niwot SANITATION DISTRICT

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE NIWOT SANITATION DISTRICT

1. DATE OF MEETING. February 14, 2025

2. DIRECTORS:

PRESENT

Jim Jones
Jennifer Uhland
Dick Piland
Randy Lutz (phone)

ABSENT

Jan Swanson

3. STAFF & CONSULTANTS PRESENT.

Dave Lewis
Michele Funk

4. ADDITIONAL ATTENDEES.

5. MINUTES APPROVED.

President Jim Jones called the meeting to order. A motion by Dick Piland, second by Jennifer Uhland, to approve the minutes of the regular meeting on January 10, 2025 passed unanimously.

6. ACTION ITEMS:

- a. **Public Invited to Be Heard** – No public present.
- b. **Monthly Plant Update** – Dave Lewis provided the following updates regarding the plant for January:
 - 1. The starter in blower 4 failed. The parts have been ordered and will be installed upon delivery.
 - 2. The handheld TSS meter has sensor errors. It has been sent to the manufacturer for repair under warranty.
- c. **Well Fargo Investment Update** – Treasurer Randy Lutz provided an update on current district investments. Funds are invested in both short- and long-term options to allow for payments required to Rice Lake West and debt service – principle and interest – of bonds.

d. Current Plant Operations and Projects Update – Dave Lewis

- 1. Collection system improvement project with Ditesco** – C&L Water Solutions project will line approximately 7,157 LF of 12" - 18" mainline in the District. Work is anticipated to kick off in March 2025. Regular progress meetings are ongoing with Ditesco, C&L, and District staff.
- 2. FOG Policy Enforcement** – 1st Quarter Inspections underway.
- 3. Tile repair infield by Quiet Retreat** – Rice Lake West will provide a recommendation to resolve the issues in the field with drainage.
- 4. 2024 Collection System Cleaning and CCTV** – A 3-year contract with DRC has been executed. Work is scheduled to begin in March 2025.
- 5. Farm Lease** – Lease termination letter provided by John Chmil. Upon board approval, the letter was mailed to Jules Van Thuyne via USPS-certified mail.
- 6. GIS Program** – InVision working on cleaning up final 2024 data from CCTV work and gearing up for 2025 CCTV/Jetting as well as CIPP lining project.
- 7. PFAS Biosolids** – Dave completed the 2024 Biosolids report and submitted it to EPA and CDPHE.

f. WWTP Upgrade Update – Dave Lewis

- 1. JVA / Rice Lake West Update** – Site work continues on the WWTP upgrade project including concrete at the oxidation ditch, digester, clarifier, anaerobic cell, and UV system. Site piping is ongoing and being tested. Water Testing of structures has been completed and has passed. Electrical conduits are being run at the headworks. RLW is still on schedule and working on getting the buildings enclosed. Equipment procurement has begun.
- 2. Construction Pay Applications** – Pay App #10 has been reviewed by Staff in the amount of \$768,193.75 and was included in the January Board packet. A motion by Jennifer Uhland, second by Dick Piland to approve the payment passed unanimously.
- 3. Estimate at Completion (EAC) – Provided by RLW:**

GMP	\$27,000,000.00
Costs To Date	\$11,213,898.16
Contingency	\$1,399,319.00
Est. Funds to Completion	\$15,786,101.84
% Funds Allocated	42
% Project Completion	35
* Estimated Funds at Completion = (GMP - Cost To Date) and does NOT include Contingency	

- h. Bylaws and Rules & Regulations Review Status** – Dick Piland provided a draft of the proposed Bylaws for review and discussion. Edits were made during the meeting. Michele to follow up with the district's attorney for review status.

- i. **Aid for Rate Payers Discussion** – The board discussed options for increasing available funds in the financial assistance fund to provide more help to more customers.

7. REPORTS/INFORMATIONAL ITEMS.

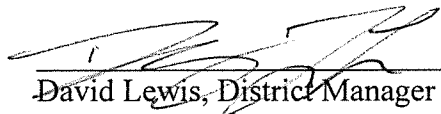
a. Administrative Report

- a. **Email Changes:** Change to new director email addresses is in progress.
- b. **Tractor sale:** The higher sale offer was withdrawn. The sale was made to the second interested party.
- c. **Election:** The call for nominations was posted in the Longmont Times-Call on Wednesday, February 5th.

8. CURRENT MONTHS PAYABLES. A motion made by Jennifer Uhland, second by Dick Piland, to pay the bills passed unanimously.

9. COLLECTION LETTERS. A motion made by Jennifer Uhland, second by Dick Piland, to send collection letters to customers who are six months past due passed unanimously.

10. ADJOURNMENT. A motion made by Dick Piland, second by Jennifer Uhland, to adjourn the meeting passed unanimously. The meeting was adjourned at 9:27 a.m.



David Lewis, District Manager